STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES

A Public Service Agency

EMPLOYER
EMPLOYEE NAME

INFORMATION SECURITY AND DISCLOSURE STATEMENT PUBLIC/PRIVATE PARTNERSHIPS EMPLOYEE

The California Department of Motor Vehicles (CADMV) collects confidential and personal information from the public to administer the various programs for which it has responsibility. The information is maintained according to provisions of various state and federal laws and regulations including the Information Practices Act, the Public Records Act, the California Vehicle Code, the State Administrative Manual and department policies. The CADMV is committed to protect this information from unauthorized access, use, or disclosure. If you are authorized to have access to CADMV information, your responsibilities for the handling and protecting of CADMV information are as follows:

1. You may access information only when necessary to accomplish the responsibilities of employment. You may not access or use information from the CADMV for personal reasons. (Examples of inappropriate access or misuse of CADMV information include, but are not limited to: making personal inquiries or processing personal transactions including your friends and your relatives; accessing information about another person for any reason that is not related to your job responsibilities.)
2. You may not disclose or share CADMV information to any person or entity.
3. You may not deliberately perform unauthorized additions, alterations, or deletions to existing data, or enter false or incomplete data on any CADMV document or computer data file.
4. If you are authorized for access to CADMV data, you shall take precautions to create a secure password. A secure password is one that cannot be associated with you or your interests. You may not reveal this password to any person, nor record it on any document. If you have reason to believe another person has determined the nature of your password, you shall immediately change it.
5. If you are authorized to access CADMV data using a computer, you shall take reasonable precautions to protect terminals, equipment, and systems from unauthorized access. Reasonable precautions include, but are not limited to: Do not leave the terminal unattended if you are logged on to the system; store user instructions in a secure place; immediately report to your supervisor any suspicious circumstances or unauthorized individuals you have observed in the work area.
6. If CADMV data is entered on a computer associated with your employer's business, you shall take reasonable precautions to protect the data from unauthorized access. Reasonable precautions include, but are not limited to: Do not leave the computer turned on and unattended; do not copy CADMV data unless authorized by CADMV; report any suspicious circumstances or unauthorized individuals or access you have observed in the work area to your supervisor.
7. If you have access to physical documents containing CADMV record information, you shall take reasonable precautions to protect the documents from unauthorized access and theft. Reasonable precautions include, but are not limited to: Move documents that are to be destroyed to a secure area pending destruction; do not remove documents from the firm's premises other than as provided in the Memorandum of Understanding or contract; report to your supervisor any suspicious circumstances or unauthorized individuals or access you have observed in your area.
8. Federal Law states:

   "Any person who knowingly obtains, discloses, or uses personal information from a motor vehicle record for a purpose not permitted under the Driver's Privacy Protection Act (Title 18 of the United States Code, Section 2721 - 2725), shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court. The court may award:

   - *actual damages, but not less than liquidated damages in the amount of $2,500;*
   - *punitive damages upon proof of willful or reckless disregard of the law;*
   - *reasonable attorney's fees and other litigation costs reasonably incurred; and*
   - *such other preliminary and equitable relief as the court determines to be appropriate."*

I have read and understand the security policies stated above, and have received a copy of them. I understand that failure to comply with these policies may result in civil or criminal prosecution in accordance with applicable laws.

X _____ _____

EMPLOYEE'S SIGNATURE DATE